US ARMY FINANCIAL MANAGEMENT COMMAND

GFEBS Invoice Processes for Fund the Force (FTF)
(Contractual and Non-Contractual)

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

Action, Conditions and Standard

■ **ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the input of Vendor Invoice data into GFEBS

■ **CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation

■ **STANDARD:** access the appropriate module of GFEBS to process the applicable Accounts Payable documentation while adhering to system procedures and maintaining Separation of Duties (SOD)

References

❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 *(Contract Payment Policy and Procedures)*
http://comptroller.defense.gov/fmr/

❖ Department of Defense Guide for Miscellaneous Payments
http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

❖ DFAS-IN Manual 37-100-FY, The Army Management Structure
http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

❖ Defense Federal Acquisition Regulation (DFAR)
http://www.Acq.osd.mil/dp/dfars.html

❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)
http://www.Acq.osd.mil/dp/dfars.html

❖ DFAS-IN 37-1 Regulation
http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200

References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)
https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm

> L101E   GFEBS Overview
> L201E   Integrated Process Overview
> L210E   Financials Process Overview
> L250E   Acquisition process Overview
> L251E   Accounts Payable Process overview
> L303E   GFEBS Navigation and Reports
> L410E   Introduction to Financials
> L413E   Financial Reporting
> L416   Cash balancing
> L451E   Material and Vendor Master Data Maintenance
> L454   Goods Receipt Processing
> L455   Invoice Processing
> L457E   Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal
https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center

Agenda

▶ **<u>Contractual Invoice Input Processes</u>**

   ▶ Invoice Input Role based capabilities

      ▶ **MIRO** – Enter Incoming Invoice

      ▶ **Invoice Reversal Processes (Uncleared Invoices)**

         ▶ **MR8M** – Cancel Invoice

         ▶ **F-44** – Clear Vendor; Header Record (Finalize Invoice reversal)

      ▶ **Blocking an Invoice from Payment (manual process)**

         ▶ Invoice Block Role based capabilities

            ▶ **FB02** – Change Document (Block)

      ▶ **Releasing a Blocked Invoice for Payment**

         ▶ Invoice Block Role based capabilities

            ▶ **MRBR**– Release Blocked Invoices

   ▶ Other Invoice Related T-Codes

   ▶ Check on Learning

Agenda (Cont'd)

- **Miscellaneous Payments (Non-Contractual)**
  - **Funds Commitment and Obligation Research**
    - Commitment and Obligation research Role based capabilities
      - **FMZ3** - Display Funds Commitment
  - **Miscellaneous Pay Vendor Invoice Input Processes**
    - Invoice Input Role based capabilities
      - **FB60**– Enter Incoming Vendor Invoice
        - **FB08**– Reverse Invoice document
    - Check on Learning
- **Document Attachments (Invoice)**
  - Document Attachment Role based capabilities
    - **FB02** – Change Document (file attachment)

Agenda (Cont'd)

- **▶ <u>Determining the current status of an FTF Payment (Clearing Documents)</u>**
  - ▶ Document Display Role based capabilities
    - ▶ **FB03** – Display Document
  - ▶ Check on Learning
- **▶ GFEBS Useful Links**
- **▶ Questions?**

Contractual Invoice input Processes

Contractual Invoice Processing

As defined by FAR 2.101, "Definitions," an invoice is a contractor's bill or written request for payment under the contract for supplies delivered or services performed. When vendors are permitted to Invoice in a non-electronic manner, they may submit Invoices on any type of form provided all contract required items of a proper Invoice are included on the document, unless their contract prescribes a specific form of invoicing (DODFMR Volume 10, Chapter 8, para 080404).

Invoices may be processed in GFEBS before the "Goods Receipt" transaction but they will be saved as "Blocked for Payment" and will remain "Blocked" until the "Goods Receipt"

Note: Invoice data is currently being received in GFEBS directly from "B" interface with WAWF (Wide Area Workflow). Manual input of Invoices is becoming obsolete and only done manually when the interface fails and

Invoice Input Role-based Capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- ~~Senior FTF Analyst (FMSD)~~
- ~~FTF Analyst (FMSD)~~
- **FTF Technician (FMSD)**
- ~~FTF Clerk (FMSD)~~

Note: *Although only the FTF Technician has the ability to process an incoming Invoice, the transaction may be "viewed" by all FTF personnel during PO research.*

MIRO- Enter Incoming Invoice

SAP Easy Access - User menu for

Menu | **MIRO** | Log off | System

Enter ←

Note: MIRO transactions are designed to be subject to the PPA (Prompt Payment Act)

ARMY

Date the document was received in FTF (Date Stamp)

Vendor's Invoice Date

Vendor's Invoice Number

Transaction | Invoice

Basic data | Payment | Details | Tax | Withhold tax

1

2

3

Received in FTF
21 November 2012

INVOICE

Invoice Number: 65498
Date: 19-Nov-12

Inv. recpt date	**11/21/2012**		
Invoice date	**11/19/2012**	Reference	**65498**
Posting Date	11/21/2012		
Amount			☐ Calculate tax
Tax amount		I0 (A/P sales tax, 0%)	
Text			

MIRO- Enter Incoming Invoice
(Cont'd)

PO Reference | G/L Account | Additional

Purchase Order/Scheduling Agreement **4502007074**

4

Enter Purchase Order (PO) number or query by other sea____ ____eria

Enter

OOO■ Balance 1,061.67– USD

If a Receipt was processed, the dollar value of the received Goods will appear as a "Balance" and the receipt data will appear under "PO Reference" *(Note: only if the MIGO was processed first)*

Vendor 02AC8
FISHER MANUFACTURING CO.
1900 S O ST
TULARE CA 93274-6850

5596855200

APO AE 091 12

| 17a. CONTRACTOR/ | CODE | 02AC8 | FACILIT |
| OFFEROR | | | CODE |

FISHER MANUFACTURING SERVICES, L.L.C.
3124 FERNANDEZ DRIVE
HAMMOND   LA 73214
39-8654587

TELEPHONE NO.   ***Physical copy of PO**

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH

Amou___
Tax am___
Text
Paymt ___   30 Days ne___
Baselin ___   11/19/20___
Compa___ de   ARMY UNIT

Calculate tax   USD

Once the PO data populates the screen, ensure it is the correct PO, the correct vendor and that money is available to process the Invoice *(utilize the documentation on hand and PO History).*

PO   ___rence | G/L Accou___

Purcha___ ___rder/Scheduling Ag___

oods/service items
Layout   All information

Item	Amount	Quantity	O...		Purchase ...	Item	Smart Number	PO Text
1	379.64	1.000	EA	☐	4502007074	10		12 v batte
2	476.28	1.000	EA	☐	4502007074	20		Ci subme
3	205.75	1.000	EA	☐	4502007074	30		1/2 HP Ci

Item   Search Term   3 / 3   Items

12

MIRO- Enter Incoming Invoice
(Cont'd)

Transaction	Invoice

Click the "Invoice" Tab

6

	Subtotal:	$ 1,061.67
Shipping and Handling:		
	Total Due:	$ 1,061.67

*Physical copy of Invoice

Basic data | Payment

Inv. recpt date	11/21/2012
Invoice date	11/19/2012
Posting Date	11/23/2012
Amount	**1061.67**
Tax amount	
Text	
Paymt terms	30 Days net
Baseline Date	11/19/2012
Company Code	ARMY UNITED STATES ARMY U.S.A.
Agency Loc Cd	00008522 Department of the Navy (A
Payment Office	21001 GFEBS
Lot No.	

Reference 65498

USD

I0 (A/P sales tax, 0%)

5

Enter Invoice Total Amount (the currency Type will populate form

Optional Text field for Invoice related information. Usually reserved for foreign currency Invoices.

Check if you would like the Invoice to be exempt from the Prompt Payment Act (PPA). *Most MIRO transactions will be subject to the PPA*

☐ Exclude Invoice from PPA calculations

Improper Invoice Information

May be utilized for processing Invoices with errors in order to hold until corrections are made and re-processed

13

MIRO- Enter Incoming Invoice
(Cont'd)

The user can verify if the Payment Due Date is correct in accordance to the terms of the contract. The Payment Terms may be changed here only if necessary or applicable

Ensure the correct "Payment Method Supplement (PMS)" is utilized. This code is utilized for reporting purposes and for the FTF Leadership to track Invoice Documents processed at their locations only. It is also needed to "route" GFEBS "Workflow" transactions that need to be viewed/approved by a second party.

Transaction

🏳

Basic data	Payment	Details	Tax	Withholding tax

⚪⚪🟩 Balance

BaselineDt 03/__/2013   Payt Terms Z030   30

Due on 04/21/2013

Discount   USD

                                            Fixe...

Pmt Method T Pmnt Meth.Sup. AF 🗇

Inv.re...   Bank acct 123

Ensure the Correct Payment method is reflected in this field (i.e., EFT=T, Treasury Check = C, etc.)

House B...   ...ational I...

Account   Additional

...ling Agreement 🗇   450...

Payment Method Supplement (1)

▶ Search Criteria

✓ 🔳 ⓘ 🖨 🔲🔲 🔲🔲 Find...

PmtMthSu	Description
00	Dept of Navy - Paid for ARMY
01	DFAS, Central Disbursing
02	Dept of Treasury for the Army
AF	Bagram, Afghanistan 8830
AG	Kandahar, Afghanistan 8831

13 Entries found

MIRO- Enter Incoming Invoice
(Cont'd)

PO Reference	G/L Account	Additional

Purchase Order/Scheduling Agreement 📋 | 4502007074 | ⬜ | ⮕ | Goods/service items

Layout | All information

	Item	Amount	Quantity	O...	📝	Purchase ...	Item	Smart Number	PO Text	Tax Code		N...	A
	1	379.64	1.000	EA	☐	4502007074	10		12 v battery	I0 (A/P sales tax, 0%)	📄	☐	K
	2	476.28	1.000	EA	☐	4502007074	20		Ci submersible	I0 (A/P sales tax, 0%)	📄	☐	K
	3	205.75	1.000	EA	☐	4502007074	30		1/2 HP Ci	I0 (A/P sales tax, 0%)	📄	☐	K

After all the input has been made for the incoming Invoice, ensure the Quantities and information are accurate prior to continuing.

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Wayne ESP25 12V Battery Back-Up Sump Pump	1	379.64	$ 379.64
0002	Wayne 0003050 Ci Submersible Sump Pump	1	476.28	$ 476.28
0003	Wayne CSE50TE 1/2 HP Ci Sewage Ejector	1	205.75	$ 205.75

*Physical copy of Invoice

MIRO- Enter Incoming Invoice (Cont'd)

Enter Incoming Invoice: Company Code ARMY

| Menu | | | | em | Show PO structure | Show worklist | Other Invoice Document | Hold | Simulate |

Transaction   Ir

○○○■ Balance   0.00 USD

Ensure the Balance Reads "0" (this ensures the GR and IR are in Balance).

7

Although not a requirement prior to Posting the Invoice, the user may select "Simulate" to view the effects (mostly on G/L Accounts) of posting the transaction. Once finished viewing the simulation, the user may elect to "Post" at that point).

Simulate Document in USD (Document currency)

Position	..	G/L	Act/Mat/Ast/Vndr	Smart Number	Amount	Cu...	Purchasin...	Item	...
2	S	2110.0500	Goods Receipt/Invoice Receipt		379.64	USD	4502007074	10	IO
3	S	2110.0500	Goods Receipt/Invoice Receipt		476.28	USD	4502007074	20	IO
4	S	2110.0500	Goods Receipt/Invoice Receipt		205.75	USD	4502007074	30	IO
1110000001	K	2110.0100	FISHER MANUFACTURING CO.		1,061.67-	USD			IO

Debit   1,061.67   Credit   1,061.67   Bal.   0.00

MIRO- Enter Incoming Invoice (Cont'd)

Enter Incoming Invoice: Company Code ARMY

Menu | | | Post | Back | Exit | Cancel | System | Show PO structure | Show worklist | Other Invoice Document | Hold | Simulate

Transaction | Invoice | ⬇ | | OOO■ Balance | 0.00 USD

8

Click "Post" to save your work and record the Invoice against the Purchase Order (PO)

Basic data	Payment	Details		Withholding tax		◄ ► ⊡	Vendor 02AC8	

Vendor 02AC8 ...TURING CO.

Inv. recpt date | 11/21/2012
Invoice date | 11/19/2012
Posting Date | 11/23/2012
Amount | 1,061.67 | USD | ☐ Calculate tax
Tax amount | | I0 (A/P sales tax, 0%)
Text |
Paymt terms |
Baseline Date |
Company Code |

4-6850

5596855200   5596855222

OI

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIRO transaction. Must be used to query and identify it in the future.

Note: Writing the GFEBS number on the document establishes an audit trail.

PO Reference

Purchase Order

Item	Am...			1.000 EA	☐ 4502007074 10
1			1.000 EA		4502007074 10
2	...5.28		1.000 EA	☐	4502007074 20
3	...5.75		1.000 EA	☐	4502007074 30

◄

RVICES,L.L.C.

INVOICE
Invoice Number: 6543...
Date: 24-N...

5105602465

Search Term

Bill To:
Bagram, Afghanistan

ⓘ Document no. 5105602465 created

ME23N- PO Status After Invoice Input

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

| Menu | | | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order |

| SPS PO - US Dollars | 📋 4502007074 | Vendor | 02AC8 FISHE |

Additional Data | Org. Data | **Status** | Customer Data

> **PO Status after MIRO Input**

🔢 Active	Ordered	11.000 EA	2,978.20 USD
🖹 Not Yet Sent	Delivered	3.000 EA	1,061.67 USD
🚚 Partially Delivered	Still to deliv.	8.000 EA	1,916.53 USD
Σ Partially Invoiced	Invoiced	3.000 EA	1,061.67 USD
	Down paymts		0.00 USD

Item [10] 12 v battery

Purchase Order History | Texts | Delivery A

> MIRO input. Click to view saved transaction.

Display Invoice Document 5105602467 2013

| Menu | | | Back | Exit | Cancel | System | Show PO structure | Follow- |

| Transaction | Invoice | 📋 | 5105602467 | 2013 |

S...	MvT	Material Do	tem	Pstng Date	Σ
WE	101	500000573	1	11/23/2012	

Tr./Ev. Goods receipt

| RE-L | 5105602467 | 1 | 11/23/2012 |

Tr./Ev. Invoice receipt

Basic data | Payment | Details | Tax | Withholding tax | ◀ ▶ 🗁 | Vendor 02AC

FISHER MAN
1900 S O ST
TULARE CA

Inv. recpt date	11/21/2012		
Invoice date	11/19/2012	Reference	65498
Posting Date	11/23/2012	
Amount	1,061.67	USD	☐ Calculate tax
Tax amount	0.00	I0 (A/P sales tax, 0%) 📋
Text		
Paymt terms	30 Days net	
Baseline Date	11/19/2012	

5596855

Invoice Reversal Processes

Invoice Reversal Processing

The following procedures allow the user to reverse an erroneously processed Invoice. These procedures discussed here apply only to Invoices that have not been made part of a Payment Proposal or been paid by Disbursing (no "Clearing Numbers" have been issued by GFEBS). Two T-Codes are necessary in order to completely reverse an Invoice and ensure the Vendor Account is cleared:

MR8M (Cancel Invoice Document)- Reverses the original "MIRO" transaction

F-44 (Clear Vendor: Header Data)-Manually Clears the Invoice entry in the GFEBS

Note: *Procedures to adjust or reverse documents that have been issued "Clearing Numbers" will be covered in a separate block of*

ME23N- Invoice Reversal Research

SAP Easy Access - User menu for

Menu | ◀ | **ME23N** | Log off | System

Enter

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu | ◀ | | Back | Exit | Cancel | System | | Document Overview On | Create | Display/Change | Other Purchase Order

SPS PO - US Dollars 📄 4502007074 Vendor 02AC8 FISHER MANUFACTURING Doc. date 06/14/2012

| Org. Data | Status | Customer Data |

Purch. Org. ARMY US Army Purchasing
Purch. Group 24C MICC Fort Jackson
Company Code ARMY UNITED STATES ARMY

If the desired PO is not displayed, Click "Other PO" and enter the applicable PO number

	...	Itm	A	I	Material	Short Text	PO Quantity	O...	...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Gro
		10	K			12 v battery	1.000 EA	D		09/28/2012	379.64	USD	1	EA	O/EGer
		20	K			Ci submersible	2.000 EA	D		09/28/2012	476.28	USD	1	EA	O/EGer
		30	K			1/2 HP Ci	8.000 EA	D		09/28/2012	205.75	USD	1	EA	O/EGer

Addl Planning

ME23N- Invoice Reversal Research (Cont'd)

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu ◄║ [   ] Back Exit Cancel System▾ │ Document Overview On Create Display/Change Other Purchase Order Print Preview

SPS PO - US Dollars ▤ 4502007074 Vendor   02AC8

Access and research the PO History to ensure the correct Invoice is being reversed

Header

Item Overview

Item   [10] 12 v battery   ▤   ▲ ▼

Material Data | Quantities/Weights | Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment ◄ ► 🗀

...	..	Delivery D...	Sched. Qty	Time	Stat. Del. D...	GR Qty	Purchase ...	Req...	N...	Open Quantity
		D 09/28/2012	1.000		09/28/2012	1.000				

Material Data
Quantities/Weights
Delivery Schedule
Acceptance Period
Delivery
Invoice
Conditions
Account Assignment
Purchase Order History
Texts
Delivery Address
Confirmations
Condition Control
Customer Data

ME23N- Invoice Reversal Research (Cont'd)

| Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts |

Basic List

▲S...	MvT	Material Do...	Item	Posting Date	ᴱQuantity	Delivery cost quantity	O...	ᴱAmount in LC	L.cur	ᴱQty in OPUn
WE	101	5000005941	1	03/13/2013	1.000	0.000	EA	379.64	USD	1.000
Tr./Ev. Goods receipt					**1.000**		**EA**	**379.64**	**USD**	**1.000**
RE-L		5105602582	1	03/13/2013	1.000	0.000	EA	379.64	USD	1.000
Tr./Ev. Invoice receipt					**1.000**		**EA**	**379.64**	**USD**	**1.000**

Display Invoice Document 5105602582 2013

Menu | ◀ | | Back | Exit | Cancel | System | Show PO structure | Follow-On Docu

5105602582 2013

FISHER MANUFACTURING SERVICES,L.L.C.
3124 FERNANDEZ DRIVE
HAMMOND
LA 73214
39-8654587

INVOICE
Invoice Number: 65438
Date: 24-Nov-12

5105602582

Withholding tax | ◀ ▶ 🗀 | Vendor 02AC8

FISHER MANUFACTU
1900 S O ST
TULARE CA 93274-6

Ship To:
657TH S4
BAGRAM, AFGHANISTAN

5596855200

Review the selected Invoice transaction to ensure
it matches the document that needs
Reversal/Cancellation.

Bank acct | 123
Kuwait International B

SALESPERSON	P.O. NUMBER
	W91B4K-12-P-0191

RMY U S A

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Wayne ESP25 12V Battery Back-Up Sump Pump	1	379.64	$ 379.64
0002	Wayne 0003050 CI Submersible Sump Pump	1	476.28	$ 476.28
0003	Wayne CSE50TE 1/2 HP CI Sewage Ejector	1	205.75	$ 205.75

MR8M- Cancel Invoice

SAP Easy Access - User menu for C

| Menu | ◄ | **MR8M** | | Log off | System |

Enter

Cancel Invoice Document

| Menu | ◄ | | Reverse | Back | Exit | Cancel | System | Dis |

Invoice Document No. **5105602582**

Fiscal Year 2013

1

Enter the GFEBS generated Invoice number needing the reversal and ensure the correct Fiscal Year is ~~correct.~~

Details Re Reversal Posting

Reversal Reason 01

Posting Date 11/26/2012

2

Select a Reversal "Reason" (will most likely be "01" for the current period).

3

Enter date of Reversal (Today).

FISHER MANUFACTURING SERVICES,L.L.C.
3124 FERNANDEZ DRIVE
HAMMOND
LA 73214
39-8854587

5105602582

INVOICE
Invoice Number: 654
Date: 24-

Ship To:

Reason for Reversal (1)

▸ **Search Criteria**

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting

5 Entries found

Calendar

11/26/2012

	44	28	29	30	31	1	2	3
	45	4	5	6	7	8	9	10
NOV 2012	46	11	12	13	14	15	16	17
	47	18	19	20	21	22	23	24
	48	25	26	27	28	29	30	1
	49	2	3		5	6	7	8
DEC	50	9	10	11	12	13	14	15

MR8M- Cancel Invoice (Cont'd)

Cancel Invoice Document

| Menu | ◀ | [   ] | | Reverse | | |

Once all input has been verified utilizing the PO history and documentation Click "Reverse"

4

Reverse

| Invoice Document No. | 5105602582 |
| Fiscal Year | 2013 |

Details Re Reversal Posting

| Reversal Reason | 01 |
| Posting Date | 11/26/2013 |

ℹ️ Document reversed with no. 5105602583: Please manually clear FI documents
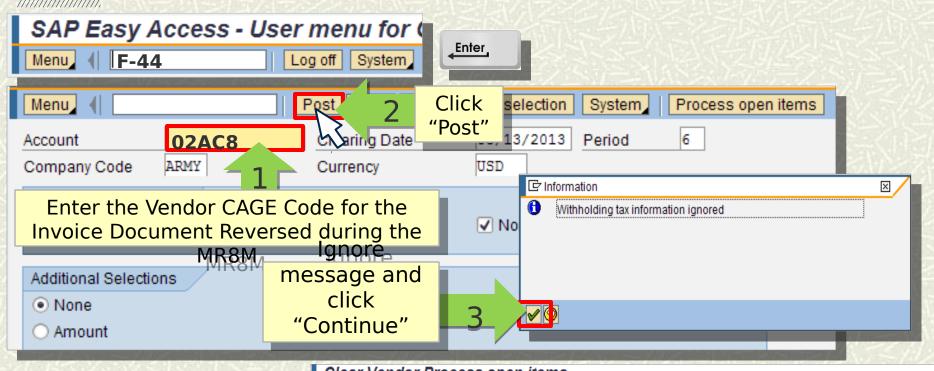
System Notification to alert the user the Invoice was successfully reversed. The number issued by the system is permanently assigned to the MIRO reversal transaction. The message also prompts the user to manually clear the FI document (this action is executed with T-Code "F-44" covered in the next module).

F-44- Clear Vendor: Header Data

SAP Easy Access - User menu for (

| Menu | ◀ | F-44 | | Log off | System |

Enter ⏎

| Menu | ◀ | | Post | | selection | System | Process open items |

2 Click "Post"

Account **02AC8** Clearing Date 03/13/2013 Period 6

Company Code ARMY Currency USD

1

Enter the Vendor CAGE Code for the Invoice Document Reversed during the MR8M

☑ No

🗂 Information ⊠

ⓘ Withholding tax information ignored

Ignore message and click "Continue"

3

Additional Selections
- ◉ None
- ○ Amount

MR8M

☑ ⑨

Note: Failure to execute an F-44 immediately after the MR8M will result in a Vendor and General Ledger account imbalance that will affect the "Payment Proposal" procedures.

Clear Vendor Process open items

| Menu | ◀ | | Post | Back | Exit | Cancel | System | Document Overview | Clearing text... | Distribute Difference |

| Standard | Partial Pmt | Res.items | Withhldg tax |

Account items 02AC8 FISHER MANUFACTURING CO.

Assignm...	Document ...	...	...	Posting Da...	Document ...	USD Gross	Cash discnt	CDPer.
5105602582	5105602582	RE	31	03/13/2013	03/13/2013	379.64–		
5105602583	5105602583	RE	21	03/14/2013	03/13/2013	379.64		

F-44- Clear Vendor: Header Data
(Cont'd)

Double-Click the **"Blue"** USD Gross Amount to clear the "Not Assigned" imbalance

Click "Post"

4

3

Note the **"Blue"** USD Gross Amount is now **"Black"** and the "Not Assigned" amount is now "0" (no imbalance)

	Post	Back	Exit	

Standard	Partial Pmt	Res.items	WithhIdg tax

Account items 02AC8 FISHER MANUFACTURING CO.

Assignment	Document ...	Document Type	Posting Key	Posting Da...	Document ...	USD Gross	Cash discnt	CDPer.
51056025822013	5105602582	RE	31	03/13/2013	03/13/2013	379.64-		
51056025822013	5105602583	RE	21	03/14/2013	03/13/2013	379.64		

Editing status

Note that both the Invoice (MIRO) and Reversal (MR8M) Document Numbers are present in this screen *(PK 31-Invoice and PK 21-Invoice*

T...Assigned" field indicates the imbalance (the MIRO and MR8M are not offsetting correctly) that needs to be cleared with this T-Code

Amount entered	0.00
Assigned	0.00
Difference postings	
Not assigned	0.00

ME23N- PO Status after Invoice Reversal (Cont'd)

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

| Menu | ◀ | | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Order | Print |

SPS PO - US Dollars 🖹 4502007074 Vendor 02AC8 FISHER ... Data

Delivery/Invoice | Conditions | Texts | Address | Communication

> PO Status after MIRO Reversal

ℹ Active	Ordered	11.000 EA	2,978.20 USD
🗍 Not Yet Sent	Delivered	1.000 EA	379.64 USD
🚚 Partially Delivered	Still to deliv	10.000 EA	2,598.56 USD
Σ Not Invoiced	Invoiced	0.000 EA	0.00 USD
	Down paymts		0.00 USD

Item [10] 12 v battery 🖹 ▲ ▼

Delivery Schedule | Acceptance Period | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts

> MIRO Reversal input. Click to view saved transaction.

> Negative values indicate a "Credit" toward "Invoices Received"

S...	...	Item	Posting Date	Σ Qu...	Delivery cost quantity	O...	Σ Amount	L.cur	Σ Qty i...	...n
WE	101 5... 5941	1	03/13/2013		0.000	EA	3...	USD		...0
Tr./Ev. Goo...				▪		EA ▪	...	USD ▪		
RE-L	5105602583	1	03/14/2013	1.000-	0.000	EA	379.64-	USD	1.000-	
RE-L	5105602582	1	03/13/2013	1.000	0.000	EA	379.64	USD	1.000	
Tr./Ev. Invoice receipt			▪	0.000		EA ▪	0.00	USD ▪	0.000	

Blocking an Invoice from Payment
(Manual Process)

Blocking an Invoice from Payment

An Invoice is Blocked (Changing an Invoice Document) in GFEBS for the purposes of precluding the system from retrieving the transaction from being part of a Payment Run. Blocked invoices must be monitored closely to ensure they do not incur interest when the contract is subject to the Prompt Payment Act (PPA) and to avoid unnecessary delays in the payment process for those that are not.

An Invoice may be manually blocked or GFEBS may block it automatically due to imbalances through established system variables. Once an

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An Invoice may be manually blocked or GFEBS may block it automatically due to imbalances through established system variables. Once an
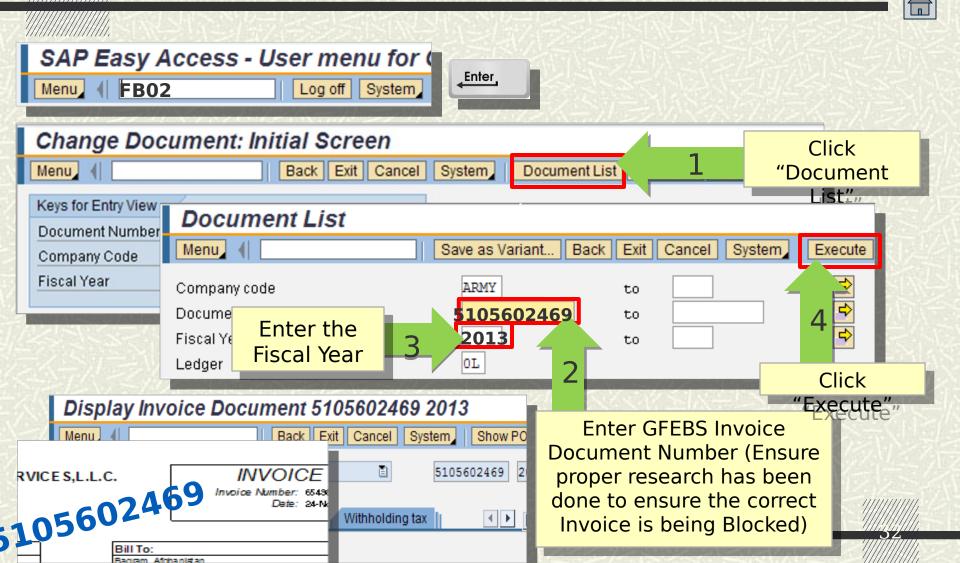
Invoice Block Role-based Capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

> **Chief of FTF (FMSU)**

>> **Senior FTF Analyst (FMSU)**

>> **Senior FTF Analyst (FMSD)**

>> **FTF Analyst (FMSD)**

> **FTF Technician (FMSD)**

>> **FTF Clerk (FMSD)**

Note: *Although only the above personnel have the ability to Block an Invoice from payment, the transaction may be "viewed" by all FTF personnel during PO research.*

FB02- Blocking an Invoice from Payment

SAP Easy Access - User menu for
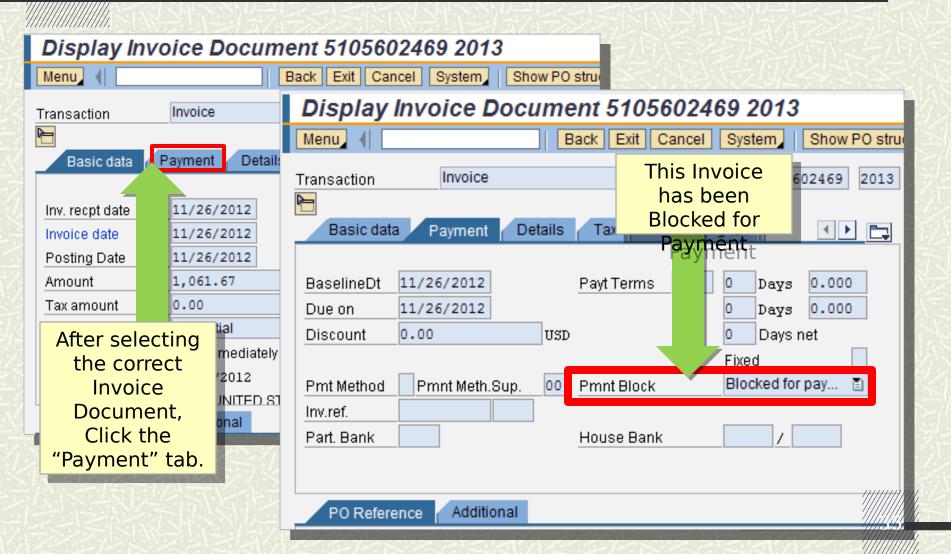
| Menu | ◀| | **FB02** | | Log off | System |

Enter ←

Change Document: Initial Screen

| Menu | ◀| | | | Back | Exit | Cancel | System | | Document List |

Keys for Entry View
Document Number
Company Code
Fiscal Year

1 ← Click "Document List"

Document List

| Menu | ◀| | | | Save as Variant... | Back | Exit | Cancel | System | | Execute |

Company code	ARMY	to	
Docume	**5105602469**	to	
Fiscal Ye	**2013**	to	
Ledger	OL		

Enter the Fiscal Year **3**

2 Enter GFEBS Invoice Document Number (Ensure proper research has been done to ensure the correct Invoice is being Blocked)

4 Click "Execute"

Display Invoice Document 5105602469 2013

| Menu | ◀| | | | Back | Exit | Cancel | System | | Show PO |

RVICE S,L.L.C.   *INVOICE*
Invoice Number: 6543
Date: 24-N

5105602469   2

Withholding tax   ◀ ▶

5105602469

Bill To:
Bagram, Afghanistan

FB02- Blocking an Invoice (Cont'd)

Document List

| Menu | | Back | Exit | Cancel | System |

CoCo...	DocumentNo	Year	Type	Doc. Date	Pstng Date
ARMY	5105602469	2013	RE	11/26/2012	11/26/2012

5

Double-Click the Document to be Blocked

Data Entry View

Document Number	5105602469	Company Code	ARMY	Fiscal Year	2013
Document Date	11/26/2012	Posting Date	11/26/2012	Period	2
Reference	65498	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

Double Click the line with a PK (Posting Key) of "31" (Invoice).

6

C...	Itm	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1	86		2110.0500	GR/IR	379.64	USD	I0
	2	86		2110.0500	GR/IR	476.28	USD	I0
	3	86		2110.0500	GR/IR	205.75	USD	I0
	4	31		02AC8	FISHER MANUFACTURING	1,061.67-	USD	I0

Note: See List of Posting Key (PK) codes at the end of the presentation.

33

FB02- Blocking an Invoice (Cont'd)

Change Document: Line Item 004

| Menu | ◀ | [ ] | Save | Back | Cancel | System | Display Ano |

Vendor 02AC8   Fir... MANUFACTURING CO.   G/L Acc

Company Code ARMY   190 0 ST

UNITED STATES ARMY   Doc. no.

Line Item 4 / Invoice / 31

Amount 1,061.67

8 Click "Save" to prevent the Invoice from being paid

Additional Data

Bus. Area	ARMY
Disc. base	1,061.67	USD	Disc. amount	0.00	US
Payt Terms	0001
Bline Date	11/26/2012
Pmnt Block	**B**	[ ]
Payment cur.	
Pmt Method		Pmt meth.supl.	00
Assignment	51056024692013
Text	1st partial

7 Enter the appropriate "Payment Block Key" (reason). Usually "B" when manually blocking an Invoice

---

Payment Block Key (1)   ⊠

▶ **Search Criteria**

✓ 🔲 🔍 🖨 🔳 🔳 Find...

Block ind.	Description
	Free for payment
*	Skip account
A	Locked for payment
B	Blocked for payment
C	PowerTrack Block
D	Blocked for DiscTerm
E	FAS-Interfund
F	Fast Pay Block
G	Processed for 1080
H	CISIL LIV Paymt Blck
I	CML:InvestorContract
J	EA Required
K	EA Pending
L	EA Rejected
M	Misc Pay Block
N	Postprocess inc.pmnt
O	TBO payments
P	Payment request
R	Invoice verification
S	Supplementary/Misc.
T	DTS Block
U	Blocked-Awaiting 810
V	Payment clearing
W	ARNG Unblock Req'd
Y	Prevalidation Sent
Z	PrevalidationPending

26 Entries found

MIR4- Document Status after Blocking Invoice (Cont'd)

Display Invoice Document 5105602469 2013

Menu ◄| [   ] Back Exit Cancel System Show PO stru

Transaction	Invoice

Basic data | Payment | Details

Inv. recpt date	11/26/2012
Invoice date	11/26/2012
Posting Date	11/26/2012
Amount	1,061.67
Tax amount	0.00

tial
mediately
/2012
UNITED ST
onal

> After selecting the correct Invoice Document, Click the "Payment" tab.

Display Invoice Document 5105602469 2013

Menu ◄| [   ] Back Exit Cancel System Show PO stru

Transaction	Invoice	602469	2013

◄ ► 🗁

Basic data | Payment | Details | Tax

> This Invoice has been Blocked for Payment

Payment

BaselineDt	11/26/2012		Payt Terms		0	Days	0.000
Due on	11/26/2012				0	Days	0.000
Discount	0.00	USD			0	Days net	
						Fixed	
Pmt Method		Pmnt Meth.Sup.	00	Pmnt Block		Blocked for pay...	🗐
Inv.ref.							
Part. Bank				House Bank		/	

PO Reference | Additional

Releasing a Blocked Invoice for Payment

Releasing an Invoice for Payment

Use this procedure to release "Blocked Invoices" for payment once the Invoice has been matched to the Goods Receipt (GR) and Purchase Order (PO). If you receive and process an Invoice before Goods Acceptance is received/processed, the Invoice will be saved in a "Blocked Status". The recording of the Acceptance of Goods and Services does not automatically Unblock these Invoices. The monitoring of Blocked Invoices must be done daily (eespecially prior to a Payment Proposal Run) to Unblock Invoices that have matching Goods Receipts/Acceptances. This transaction will be used for Contractual Invoices

Inv. Release Role-based Capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

> Chief of FTF (FMSU)

> Senior FTF Analyst (FMSU)

> Senior FTF Analyst (FMSD)

> **FTF Analyst (FMSD)**

> FTF Technician (FMSD)

> FTF Clerk (FMSD)

Note: *Although only the FTF Analyst has the ability to Release an Invoice for payment, the Blocked Invoice may be "viewed" by all FTF*

Releasing an Invoice for payment (Cont'd)

Types of Invoice Blocks:

- **<u>Blocked Due to Variances (automatic)</u>**- Invoices Blocked by GFEBS (system generated) because the Invoice information does not match the Goods Receipt/Acceptance or Purchase Order data.
- **<u>Manual Payment Block</u>-** Invoices Blocked by a user for the purposes of ensuring a payment is not processed against them for a particular reason.
- **<u>Stochastically Blocked (automatic)</u>-** Invoices Blocked by GFEBS (system generated) due to an established random variable in the system.

MRBR- Releasing Blocked Invoices

Displaying the Blocked Invoices

SAP Easy Access - User menu for

Menu | | MRBR | Log off | System

Enter

Note: *For the purposes of training, enter *1* as the invoice and FY 2010 as the search strings*

Release Blocked Invoices

Menu | | | Save as Variant... | Back | Exit | Cancel | System | Execute

Click "Execute" to view query results

5

Selection of Blocked Invoices

ARMY | to
| to
| to
| to
| to
| to
| to
| to

Enter the applicable FY search Criteria

1

Enter the applicable Posting Date Criteria

2

Select the Processing method *("Manually" is preferred due to the ability the user has to select which invoices to release)*

User

3

Processing
- ⦿ Release Manually
- ☐ Move Cash Disc. Date

Blocking Procedure
- ⦿ Blocked Due to Variances
- ◯ Manual Payment Block
- ◯ Stochastically Blocked

4

Select the procedure used to Block the Invoice *(all options should be utilized individually to ensure all Invoices are viewed regardless of Blocking reason)*

Release Blocked Invoices

Menu | | | Save Changes | Back

Sta...	Doc. No.	Year	Crcy	TransIDate	Exch.
	5105600351	2010	USD	04/21/2010	1.00
	5105600352	2010	USD	04/21/2010	1.00
	5105600353	2010	USD	04/21/2010	1.00
	5105600354	2010	USD	04/21/2010	1.00
	5105600355	2010	USD	04/21/2010	1.00
	5105600356	2010	USD	04/21/2010	1.00

MRBR- Releasing Blocked Invoices (Cont'd)

Researching the Blocked Invoices

Release Blocked Invoices

| Menu | ◀ ‖ | | Save Changes | Back | Exit | Cancel | System | Blocking Reason | Release Invoice | Details | Select All | Deselect |

▤	Sta...	Doc. No.	Year	Crcy	TransIDate	Exch
		5105600351	2010	USD	04/21/2010	1.00
		5105600352	2010	USD	04/21/2010	1.00
		5105600353	2010	USD	04/21/2010	1.00
		5105600354	2010	USD	04/21/2010	1.00000	RE 04/21/2010	ARMY 48L40	TRI DELTA ELECTRIC INC
		5105600355	2010	USD	04/21/2010	1.00000	RE 04/21/2010	ARMY 48L40	TRI DELTA ELECTRIC INC

This is the list of "Blocked Invoices" based on the search criteria entered on the previous screen. Thorough research must be conducted prior to contemplating their Release.

6 → Scroll to the right to view the reasons the Invoices were blocked. *There are large amounts of data on each line so be prepared to scroll left and right frequently.*

Quantity	O...	...	Difference Qty	D...	Diff. Value
1.000	EA		1.000	0	9.00
1.000	EA		1.000	0	9.00
1.000	EA		1.000	0	0.00
1.000	EA				
1.000	EA				

OPQ	Qty	BlockR Pr.	Blk Qual	BR Amount	BlockR Dte	Man.Block.Reasn
	✖	✖				
	✖	✖				
	✖					
	✖					
	✖					

← The "X" indicates the reason the Invoice was Blocked

MRBR- Releasing Blocked Invoices (Cont'd)

OPQ	Qty	BlockR Pr.	Blk Qual	BR Amount	BlockR Dte	Man.Block.Reasn
	✖		✖			
	✖	✖				
				✖		
					✖	
						✖

Blocked Reason: Quality

Blocked Reason: Date

Blocked Reason: Manual Block

Blocked Reason: Price

Blocked Reason: Amount

Blocked Reason: Quantity

Blocked Reason: Order Price Quantity

NOTE: All "Blocking Reasons" (columns marked with an "X") must be deleted for the document the user wishes to Release. Some documents may have multiple Blocking reasons.

MRBR- Releasing Blocked Invoices (Cont'd)

Release Blocked Invoices

| Menu | ◀ | | | Save Changes | Back | Exit | Cancel | System | | Blocking Reason | Release Invoice | Details | Select All | Deselect |

	Sta.	Doc. No.									
		5105600351									
		5105600352		USD	04						
		5105600353	2010	USD	04						
		5105600354	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY 48L40	TRI DELTA ELECTRIC INC
		5105600355	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY 48L40	TRI DELTA ELECTRIC INC

7 Click on item Document Number to view the Invoice you wish to research prior to releasing it; ensure the release action is driven by the ability to pay the Vendor through a legitimate document "Three-Way-Match"

Display Invoice Document 5105600351 2010

| Menu | ◀ | | | Back |

8 After viewing the Blocked Invoice Document, press "Back" to return to the MRBR screen.

Transaction   Invoice

Basic data | Payment | Details | Tax | Withholding tax | | ◀ ▶

BaselineDt	04/21/2010	Payt Terms	30 Days 0.000	
Due on	05/21/2010		0 Days 0.000	
			0 Days net	

Fixed

Invoice verification

An entry other than "Free for Payment" indicates the Invoice was system or manually Blocked from Payment

Payment

PO Reference | Additional

Vendor 48L40
TRI DELTA ELECTRIC INC
29 SANTA CRUZ CT
PITTSBURG CA 94565-2365

4157254932

43

MRBR- Releasing Blocked Invoices (Cont'd)

Releasing the Blocked Invoices

Release Blocked Invoices

| Menu | ◀ | | | Save Changes | Back | Exit | Cancel | System | | Blocking Reason | Release Invoice | Details | Select All | Deselect |

☰	Sta...	Doc. No.	Year	Crcy	TransIDate	Exch.rate	L.cur	T...	Pstng Date	Co...	Inv. Pty	Name
		5105600351	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC
		5105600352	2010	USD	04/21/2010	1.00000		RE	04/21/2010	ARMY	48L40	TRI DELTA ELECTRIC INC

Click the "Blocking Reason" button *(Cancel Blocking Reason)*

2

| Blocking Reason | Rele... nvoice | Details | the "X" |

Single-Click on the "Blocked Reason" with the "X"

1

	Number	Line	...	Qty	...	...	ItA	...	...	Details
				✕						

| System | | Blocking Reason | Release Invoice | Details | Selec |

After the "Blocking Reason" button is pressed, the "X" will be changed to a "Trashcan Icon" denoting the deletion of the Blocking Reason

...er	Line	...	Qty	...	...	ItA	...	...	Details
			🗑						
			✕						
			✕						

MRBR- Releasing Blocked Invoices (Cont'd)

Release Blocked Invoices

| Menu | ◀ | | | Save Changes | Back | | | | | Release Invoice |

Click the "Release Invoice" button to ensure all deleted "Blocks" are recorded

4

	Sta...	Doc. No.	Year	Crcy	TranslDate	Exch...		o...	Inv. Pty	Name
		5105600353	2010	USD	04/21/2010	1.00000	RE	04/21/2010	ARMY 48L40	TRI DELTA ELECTR
		5105600354	2010	USD	04/21/2010	1.00000	RE	04/21/2010	ARMY 48L40	TRI DELTA ELECTR
		5105600355	2010	USD	04/21/2010	1.00000	RE	04/21/2010	ARMY 48L40	TRI DELTA ELECTR

3

Single Click the empty grey block furthest to the left of the line to "Select the Invoice Record"
Note: after "Releasing", a "Status" icon of a green flag will appear

Click "Save Changes" to ensure all "Released Invoices" are saved. Once saved, the Invoice will be removed from the "Blocked Invoice List"

5

Release Blocked Invoice

| Menu | ◀ | | | Save Changes | Back | Exit | Cancel | System |

	Sta...	Doc. No.	Year	Crcy	TranslDate	Exch.rate	L.cur	T...	Pstng Date
	⚑	5105600353	2010	USD	04/21/2010	1.00000		RE	04/21/2010
		5105600354	2010	USD	04/21/2010	1.00000		RE	04/21/2010

45

MIR4 – Document status after Releasing Invoice (Cont'd)

SAP Easy Access - User menu for (

| Menu | ◀ | MIR4 | | Log off | System |

Enter

Display Invoice Document

| Menu | ◀ | | | Back | Exit | Cancel | System | | Display Document |

Click "Display Document"

2

Invoice Document No. **5105600353**

Fiscal Year **2010**

1

Enter Invoice Document Number and FY

Display Invoice Document 5105600353 2010

| Menu | ◀ | | | cel | System | | Show PO stru |

Select the "Payment" Tab

Transaction   Invoice   5105600353   2010

3

| Basic data | Payment | Details | Tax | Withholding tax | | ◀ ▶ | 🗀 |

| Basic data | Payment | Details | Tax | Withholding tax | | ◀ ▶ | 🗀 |

BaselineDt 04/21/2010   Payt Terms   30 Days 0.000   Reference 1231311
Due on   05/21/2010   0   Days 0.000
Discount   0.00   USD   0   Days net   USD   ☐ Calculate tax
                                            Fixed   I0 (A/P sales tax, 0%)
The Invoice is now "Free for Payment".   Free for payment 🗀
Inv.ref.   4
Part. Bank   House Bank   /

Other Invoice Related T-Codes

MIR4 *(Display Invoice Document)-* Utilized to retrieve a single processed Invoice without having to utilize the Purchase Order (PO) History. *The GFEBS generated Invoice number must be available.*

MIR5 *(Display List of Invoice Documents)-* Utilized to retrieve a list of processed Invoices by entering data search "ranges".

Examples: search by ranges of Fiscal year (2010-2013), Posting Date (1-15 Jan 2013), Invoice amount ($1-$10), processing User by EDIPI, etc.

FB03 *(Display Document)-* Utilized to view the document after it has posted. This is a widely utilized method to determine if an Invoice has been "Blocked".

Check on Learning

o in the FTF Section has the ability (GFEBS Role) to process "Invoices"?
    FTF Analyst   FTF Technician
    FTF Clerk   Senior FTF Analyst

➤ **What T-Code is utilized to process Contractual "Invoices"?**
    MIRO- Enter Incoming Invoice.

➤ **When processing a MIRO, where must the data come from for the "Invoice Date" and "Reference" fields?**
    The date of the Invoice and the Invoice Number (both assigned by the vendor).

➤ **Can an Invoice be processed before the "Goods Receipt (GR)"?**
    Yes.

➤ **If an Invoice is processed before the GR, what are the consequences?**
    All Goods/Services data must be input manually and the Invoice will be saved as "Blocked for Payment" due to the absence of the GR (must be unblocked in the future)

➤ **If an Invoice is processed before the GR and the GR is processed afterwards, will the Invoice be "Un-Blocked" automatically?**
    No. The Invoice will have to be Un-Blocked manually by someone with the appropriate GFEBS Role

Check on Learning (Cont'd)

➢ **What is a good practice after GFEBS provides the user with the GFEBS-generated "Document Number" after "Posting" is accomplished?**
Write the number on the document or other supporting ledger.

➢ **What T-Code(s) is/are utilized to process a complete "Invoice Reversal"?**
MR8M- Cancel Invoice   F-44 – Clear Vendor: Header Record

ere can a user go to view the status of the PO after a MIGO and/or MR8M input?
ME23N- Display Purchase Order (PO), Purchase Order History

in the FTF Section has the ability (GFEBS Role) to "Block" an Invoice from paym

FTF Technician	FTF Analyst
Chief of FTF	
Senior FTF Analyst	

➢ **What T-Code is utilized to block an Invoice from payment?**
FB02- Change Document.

in the FTF Section has the ability (GFEBS Role) to "Un-Block" an Invoice for pay

FTF Technician   FTF Analyst
Chief of FTF
Senior FTF Analyst

➢ **What T-Codes may a user utilize to determine if an Invoice is "Blocked"?**
MIR4 or FB03.

Check on Learning (Cont'd)

➢ **Name the three reasons why an Invoice may be Blocked:**
1. Manually Blocked by a user.
2. Blocked due to variances (amounts, quantities, etc.).
3. Blocked by the system due to random variables in the system (stochastic).

➢ **What T-Code is utilized to Un-block an Invoice for payment?**
MRBR- Release Blocked Invoices.

➢**May an Invoice have multiple "Blocking Reasons"? What "character" is utilized in the system to earmark each reason?**
Yes. An "X" is placed under one or multiple of the "Blocking Reason" columns in the MRBR screen.

Enter Incoming Invoice: Company Code ARMY

| Menu | ◀ | | | Post | Back | Exit | Cancel | System | | Show PO structure | Show worklist | Other Invoice Do |

Transaction   Invoice

OOOO Balance   0.20– USD

➢ **While processing an Invoice (MIRO), what may cause this condition?**
The total of the Invoice being processed and the total of the Goods Receipt do not match.

Check on Learning (Cont'd)

S...	MvT	Material Do...	Item	Posting Date	ᴱQuantity	Delivery cost quantity	O...	ᴱAmount in LC	L.cur
WE	101	5000005777	1	01/04/2013	10	0	TN	6,579.90	USD
Tr./Ev. Goods receipt					▪ 10		TN ▪	6,579.90	USD
RE-L		5105602601	1	04/12/2013	10	0	TN	6,579.90	USD
Tr./Ev. Invoice receipt					▪ 10		TN ▪	6,579.90	USD

➢ **Has an Invoice been processed for this Purchase Order? How can you tell?** Yes. A MIRO transaction that affected the "Invoice Receipt" total was processed.

Additional Data			
Bus. Area	ARMY		
Disc. base	22,380.87 USD	Disc. amount	0.00 USD
Payt Terms	Z030	Days/percent	31 0.000 % 0 0.000 % 0
Bline Date	04/12/2013	Fixed	
Pmnt Block	B	Invoice ref.	/ / 0
Payment cur.		Pmnt/c amnt	0.00
Pmt Method	Pmt meth.supl. AF		
Assignment	51056026012013		

➢ **Using the above FB03 screen, could Invoice Document number 5105602601 be paid? Why?** No. The document has been Blocked from Payment (B-Block)

Miscellaneous Payments (Non-Contractual)

Funds Commitment and Obligation Research

Funds Commitment/Obligation research

   Although the FTF section will not commit or obligate any funds, verifying the existence of this reservation of funds determines if the Miscellaneous Payment Invoice will be processed and ultimately paid. Once located, the invoice must "match" the referenced funds commitment document in order to meet the "Two-way-match" required for Miscellaneous Payments.
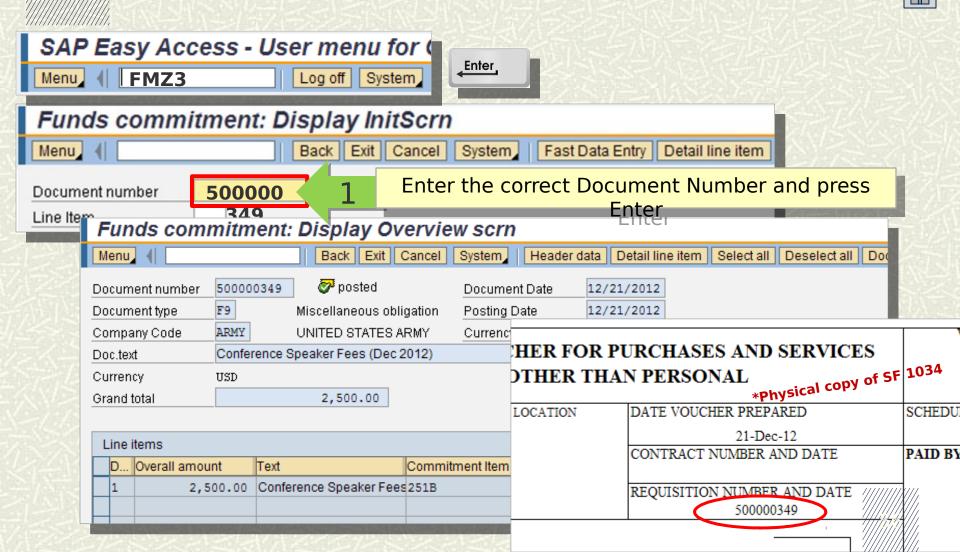
PR Role-based capabilities

The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

➢ **Chief of FTF (FMSU).**
➢ **Senior FTF Analyst (FMSU).**

➢ **Senior FTF Analyst (FMSD).**
➢ **FTF Analyst (FMSD).**
➢ **FTF Technician (FMSD)**
➢ **FTF Clerk (FMSD)**

FMZ3 - Display Funds Commitment

SAP Easy Access - User menu for

| Menu | ◀ | **FMZ3** | | Log off | System |

Enter

Funds commitment: Display InitScrn

| Menu | ◀ | | | Back | Exit | Cancel | System | | Fast Data Entry | Detail line item |

Document number **500000** ← **1** Enter the correct Document Number and press Enter

Line Item **349**

Enter

Funds commitment: Display Overview scrn

| Menu | ◀ | | | Back | Exit | Cancel | System | | Header data | Detail line item | Select all | Deselect all | Doc |

Document number	500000349	✅ posted	Document Date	12/21/2012
Document type	F9	Miscellaneous obligation	Posting Date	12/21/2012
Company Code	ARMY	UNITED STATES ARMY	Currency	
Doc.text	Conference Speaker Fees (Dec 2012)			
Currency	USD			
Grand total		2,500.00		

CHER FOR PURCHASES AND SERVICES
OTHER THAN PERSONAL

Physical copy of SF 1034

Line items

D...	Overall amount	Text	Commitment Item
1	2,500.00	Conference Speaker Fees	251B

LOCATION	DATE VOUCHER PREPARED	SCHEDU
	21-Dec-12	
	CONTRACT NUMBER AND DATE	PAID BY
	REQUISITION NUMBER AND DATE	
	500000349	

FMZ3 - Display Funds Commitment (Cont'd)

Funds commitment: Display Overview scrn

| Menu | ◀ | | Back | Exit | Cancel | System | Header data | Detail line item | Select all | Deselect all | |

Document number   500000349   ✓ posted   **2**   Ensure the document is posted

Document type   F9   Miscellaneous obligation   Posting Date   12/21/2012

Company Code   ARMY   UNITED STATES ARMY   Currency/rate   USD

Doc.text   Conference Speaker Fees (Dec 2012)

Currency   USD

Grand total   2,500.00   **3**   Verify the "Grand Total" amount is sufficient to cover the amount of the Miscellaneous Payment

Line items

D...	Overall amount	Text	Commitment Item	Funds Center	Fund	Functional Area	Funded P
1	2,500.00	Conference Speaker Fees	251B	A2ABM	202010D13	131096QLOG	ARMY

4

Scroll to the right and verify that all data matches the proposed payment, especially the Vendor utilized

Funded Program	G/L Account	Bu...	Cost Center	Order	WBS Element	Vendor	
ARMY	6100.251B	ARMY	2ABM0008			01AQ4	

FMZ3 - Display Funds Commitment (Cont'd)

Funds commitment: Displ...

Menu | ◀ | | | Bac... | | 5 → | Detail line item | Select all | Deselect all |

Click the "Detail Line Item" button

Document number 500000349 ✅ posted Document Date 12/21/2012
Document type F9 Miscellaneous obligation Posting Date 12/21/2012
Company Code ARM...
Doc.text Co...
Currency USD
Grand total

Line Item 500000349 1 Position / 1

Text

Control data
☐ Completion ind

Quantity/price

Quantity

Price

More

Line items
D... | Overall amount
1 | 🗔 | 2,500.0

• The "**Overall Amount**" displays the original reservation of funds (Commitment/Obligation).
• The "**Open Amount**" displays the amount of money currently available under this Commitment/Obligation.

If the "Open Amount" is less than the "Overall Amount", payments have already been posted against this obligation. Research before processing and paying.

6

Values

Currency USD

Overall amount 2,500.00
Open amount 1,500.00

Due on

FMZ3 - Display Funds Commitment (Cont'd)

Funds commitment: Display

Menu ◀ [_____] Back E

Line Item 500000349 1

Text Conference Speaker Fees

Control data

Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not re...	Del. Date	Doc. Date
500000349	1	Receipt amt		2,500.00	USD	2,500.00	USD	0.00	0.00		
		Invoice/Credit Memo	1900000001 ARMY2013	1,000.00	USD	1,000.00	USD	0.00	0.00	01/02/2013	01/02/2013
		Total Invoices/credit memo		1,000.00	USD	1,000.00	USD	0.00	0.00		
		Consumpt.		1,000.00	USD	1,000.00	USD	0.00	0.00		
		Open amount		1,500.00	USD	1,500.00	USD	0.00	0.00		

> If the "Open Amount" differs from the "Overall Amount" Click the "Consumption" button to view the Obligation history. *If there is no history, the button will not display any data*

7 → Consumption

8

Display Document: Data Entry View

Menu ◀ [_____] Back Exit Cancel System Change Display/Change Mode

Data Entry View

Document Number	1900000001	Company Code	ARMY	Fiscal Year	2013
Document Date	01/02/2013	Posting Date	01/02/2013	Period	4
Reference	123	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

> Research the history by clicking on the individual documents that created the difference between the Overall and Open Amounts

C...	Itm	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1	31		01AQ4	BARNARD, JOHN	1,000.00-	USD	
	2	40		6100.251B	O/E-StudyAnalysEval	1,000.00	USD	

Miscellaneous Pay Vendor Invoice Processes

Misc. Payment Documentation

A Miscellaneous Payment Invoice transaction should not be processed in GFEBS unless correct and complete supporting documentation is received.

In general, the existing paper-based process relies on expenses being claimed via either an <u>SF 1034</u> (Public Voucher for Purchases and Services Other Than Personal), or <u>SF </u>1164 (Claim for Reimbursement for Expenditures on Official Business); and their supporting documentation (Invoice and Order or Agreement).

All incoming SF 1034s must be signed by an approved Certifying Officer and completed IAW DoDFMR Vol. 10, Chapters 1and 7.

All incoming SF 1164s must be signed by an

Misc. Payment Documentation
(Cont'd)

This module will discuss the manual process of executing Miscellaneous payments.

Currently, most RM offices (and eventually all) will process the Vendor Invoice (FB60) with the relevant "Document Type" code in order to route them (GFEBS Workflow) to a "Miscellaneous Pay Approver" that also resides in RM for certification. After this process is complete, the payment is made by the Commercial Accounts team.

Use of the SF 1034 is now being limited to transactions that do not allow for the use of the aforementioned procedures and are still required by the Paying Office.

Misc. Payment Documentation
(Cont'd)

Other acceptable Miscellaneous Pay forms:

➢ DD FORM 1375, Request for Payment of Funeral and/or Interment Expenses
.

➢ SF 182, Authorization, Agreement, and Certification of Training.

➢ SF 270, Request for Advance or Reimbursement

➢ SF 1157, Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses

➢ SF 44, Purchase Order, Invoice-Voucher

Note: See the Department of Defense Miscellaneous Pay Guide, Appendix B for further details regarding Obligating Documents, Payment Request Documents and Supporting Documentation for all types of Miscellaneous Payments. Also see DoDFMR Vol. 10, Chapter 8 for Disbursement Voucher guidance.

Invoice Input Role-based capabilities

The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- ~~Senior FTF Analyst (FMSD)~~
- ~~FTF Analyst (FMSD)~~
- **FTF Technician (FMSD)**
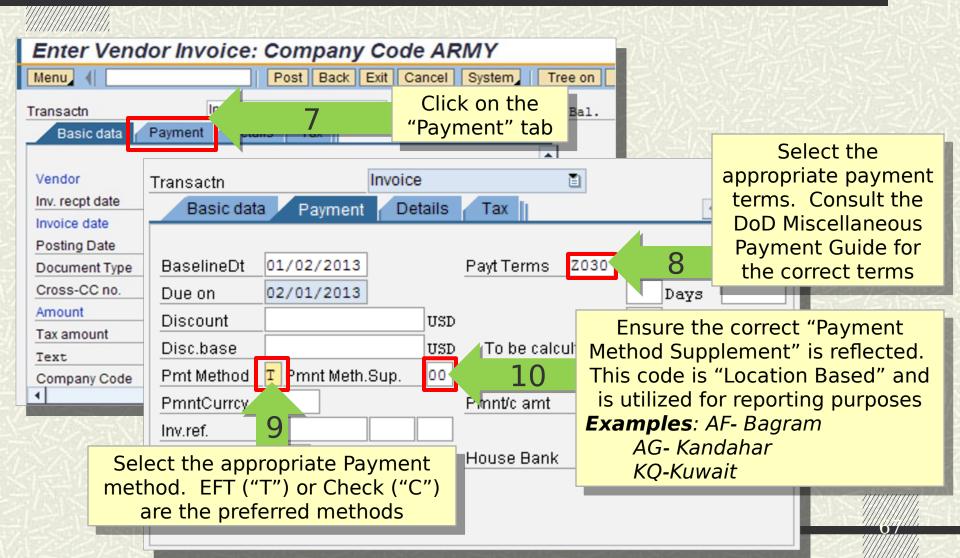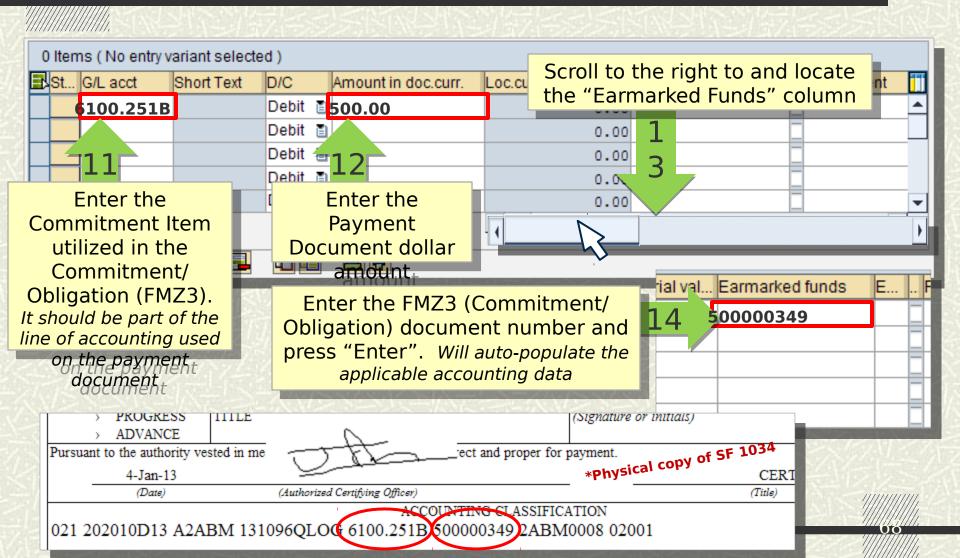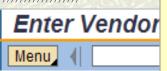- ~~FTF Clerk (FMSD)~~

FB60- Enter Vendor Invoice

SAP Easy Access - User menu for C

| Menu | ◀ | FB60 | | Log off | System |

Enter

Enter Vendor Invoice: Company Code ARMY

| Menu | ◀ | | | | m | Tree on | |

Enter or locate the appropriate "Vendor" code

Enter the Invoice receipt and Invoice date

Utilize the Invoice Number as the "Reference"

1

2

3

			TOTAL	$500.00
he space below)				
	DIFFERENCES			

Physical copy of SF 1034

| Amount verified correct for | | | | $500.00 |
| (Signature or initials) | | | | |

Vendor	**01AQ4**	SGL Ind	
Inv. recpt date	**01/02/2013**		
Invoice date	**01/02/2013**	Reference	**5164**
Posting Date	03/28/2013		
Document Type	KR (Vendor Invoic...		
Cross-CC no.			
Amount	**500.00**	USD	
Tax amount			
Text	**Partial payment**		
Company Code	ARMY UNITED STATES ARMY U.S.		

4

Enter the payment amount and currency

5

Enter an applicable comment regarding the payment

FB60- Enter Vendor Invoice (Cont'd)

Enter Vendor Invoice: Company C

| Menu | Post | Back | Ex |

| Transactn | Invoice |

Basic data | Payment | Details | Tax

Vendor	01AQ4	SGL Ind
Inv. recpt date	01/02/2013	
Invoice date	01/02/2013	Reference
Posting Date	03/28/2013	
Document Type	KR (Vendor Invoic...	

Cross

Amou

Tax a

Text

Comp

6

KR (Vendor Invoice)
KF (Suspense Fund Pa
KG (Vendor Credit Me
KI (Belgian Pay Cr M
MP (Misc. Pay FM)
NL (Dutch Pay Invoic

USD

ARMY U.S.A.

Click on the "Document Type" option. This code will establish if the transaction will be processed and approved manually (will not need to be approved by a second party in GFEBS - Misc. Pay Approver) or if it will initiate the GFEBS Workflow for the Miscellaneous Pay Approver to certify the transaction prior to payment. The main two types utilized for this type of transaction (FB60- Miscellaneous Pay Non-PPA) are:

MP-Doc Type: this option will trigger the workflow process by automatically blocking the invoice (M-Block) until it is certified by the Miscellaneous Pay Approver and ultimately paid.

KR-Doc Type: this option will allow the transaction to be paid without certification in GFBES but a manually certified SF 1034 will have to be submitted to the paying office prior to payment.
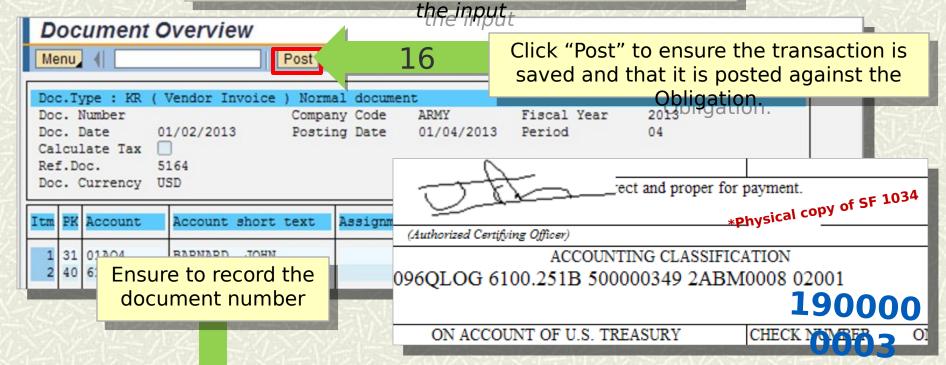
FB60- Enter Vendor Invoice (Cont'd)

Enter Vendor Invoice: Company Code ARMY

Menu | Post | Back | Exit | Cancel | System | Tree on

Transactn

Basic data | Payment

Vendor
Inv. recpt date
Invoice date
Posting Date
Document Type
Cross-CC no.
Amount
Tax amount
Text
Company Code

Transactn — Invoice

Basic data | Payment | Details | Tax

BaselineDt	01/02/2013
Due on	02/01/2013
Discount	USD
Disc.base	USD
Pmt Method	T Pmnt Meth.Sup. 00
PmntCurrcy	
Inv.ref.	

Payt Terms Z030

Days

To be calcul

Pmnt/c amt

House Bank

7 — Click on the "Payment" tab

8 — Select the appropriate payment terms. Consult the DoD Miscellaneous Payment Guide for the correct terms

9 — Select the appropriate Payment method. EFT ("T") or Check ("C") are the preferred methods

10 — Ensure the correct "Payment Method Supplement" is reflected. This code is "Location Based" and is utilized for reporting purposes
Examples*: AF- Bagram*
AG- Kandahar
KQ-Kuwait

FB60- Enter Vendor Invoice (Cont'd)

0 Items (No entry variant selected)

	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.cu...	...	nt
		6100.251B		Debit	500.00			
				Debit		0.00		
				Debit		0.00		
				Debit		0.00		
						0.00		

Scroll to the right to and locate the "Earmarked Funds" column

1 3

11

Enter the Commitment Item utilized in the Commitment/ Obligation (FMZ3). *It should be part of the line of accounting used on the payment document*

12

Enter the Payment Document dollar amount

Enter the FMZ3 (Commitment/ Obligation) document number and press "Enter". *Will auto-populate the applicable accounting data*

...rial val...	Earmarked funds	E...	...
14	500000349		

> PROGRESS   TITLE
> ADVANCE

(Signature or initials)

Pursuant to the authority vested in me ...ect and proper for payment.

4-Jan-13

(Date)   (Authorized Certifying Officer)

Physical copy of SF 1034

CERT

(Title)

ACCOUNTING CLASSIFICATION

021 202010D13 A2ABM 131096QLOG 6100.251B 500000349 2ABM0008 02001

FB60- Enter Vendor Invoice (Cont'd)

Click "Simulate" to verify all input data. *Although not a requirement (the user may Click "Post" and bypass this option) it is a function that allows the user to view the effects and accuracy of the input.*

Enter Vendor
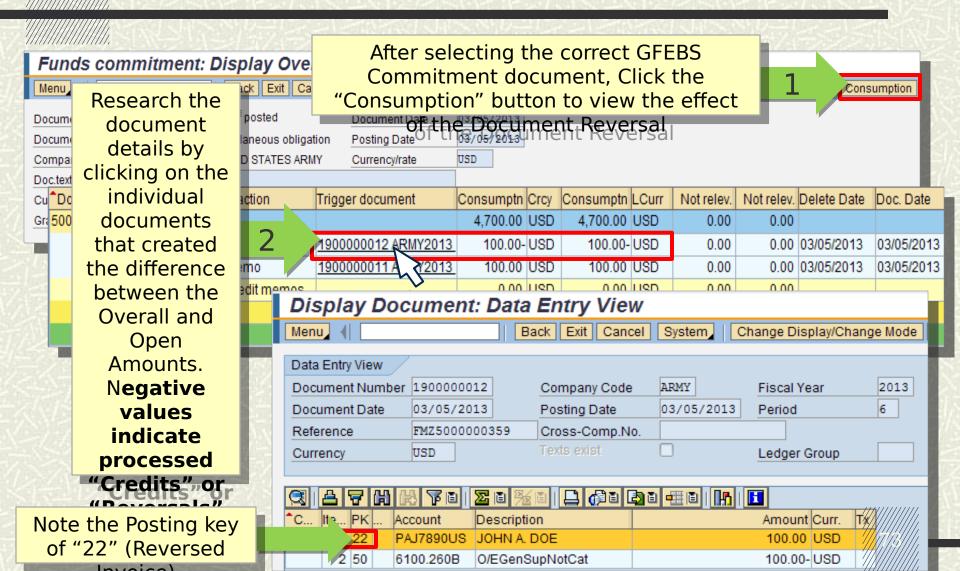
Menu

15 ➡ Simulate

Document Overview

Menu

Post ⬅ 16

Click "Post" to ensure the transaction is saved and that it is posted against the Obligation.

```
Doc.Type : KR ( Vendor Invoice ) Normal document
Doc. Number                Company Code   ARMY      Fiscal Year  2013
Doc. Date     01/02/2013   Posting Date   01/04/2013 Period       04
Calculate Tax □
Ref.Doc.      5164
Doc. Currency USD
```

Itm	PK	Account	Account short text	Assignm
1	31	01A04	BARNARD JOHN	
2	40	6		

Ensure to record the document number

ect and proper for payment.

(Authorized Certifying Officer)

Physical copy of SF 1034

ACCOUNTING CLASSIFICATION
096QLOG 6100.251B 500000349 2ABM0008 02001

190000 0003

ON ACCOUNT OF U.S. TREASURY   CHECK NUMBER   O

ℹ️ Document 1900000003 was posted in company code ARMY

Reversing a Posted Vendor Invoice

FB08- Reverse Document (Posted Invoice)

SAP Easy Access - User menu for C...

Menu | ◀ | **FB08** | | Log off | System

Enter ⏎

Menu | ◀ | | Post | Back

Document Details

Document Number **1900000011** ← **1**

Enter the Vendor Invoice document number needing the reversal

Display before reversal

The user has the option to view the document prior to reversal

Company Code ARMY

Fiscal Year **20** **13** ← **2**

Enter the document Fiscal Year

Specifications for Reverse Posting

Reversal Reason **01** ← **3**

Enter the Reversal Reason. Always "01" for "Current Period"...

Document Date **03/05/2013**

Posting Date **03/05/2013**

Posting Period ← **4**

Enter the Document and Posting dates (today)

Check m...

Void rea...

Display Document: Data Entry View

Menu | ◀ | | Back | Exit | Cancel | System | Change Display/Change Mode | Display Anothe

Data Entry View

Document Number	1900000011	Company Code	ARMY	Fiscal Year	2013
Document Date	03/05/2013	Posting Date	03/05/2013	Period	6
Reference	FMZ5000000359	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

C...	Ite...	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1	31		PAJ7890US	JOHN A. DOE	100.00-	USD	
	2	40		6100.260B	O/EGenSupNotCat	100.00	USD	

FB08- Reverse Document (Posted Invoice) (Cont'd)

| Menu | | Post | 5 | | System | Display before reversal |

Click "Post"

Document Details

Document Number	1900000011
Company Code	ARMY
Fiscal Year	20
	13

This warning message will appear. Disregard the message and press **Enter**

Specifications for Reverse Posting

Reversal Reason	01
Document Date	03/05/2013
Posting Date	03/05/2013
Posting Period	

After Posting, the system will issue this message.

6

Check management specifications

| Void reason code | |

⚠ Payment Doc PMS overrided with PMS from invoices that are being cleared

ℹ Document 1900000012 was posted in company code ARMY

FMZ3 - Commitment status after Document reversal

After selecting the correct GFEBS Commitment document, Click the "Consumption" button to view the effect of the Document Reversal

1 → Consumption

Funds commitment: Display Ove...

Menu ... ack Exit Ca...

Docume... posted

Docume... laneous obligation Document Date 03/05/2013

Compa... D STATES ARMY Posting Date 03/05/2013

Doc.text Currency/rate USD

Cu... Do...

Gra 500...

Research the document details by clicking on the individual documents that created the difference between the Overall and Open Amounts. **Negative values indicate processed "Credits" or "Reversals"**

2 →

...action	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date
		4,700.00	USD	4,700.00	USD	0.00	0.00		
	1900000012 ARMY2013	100.00-	USD	100.00-	USD	0.00	0.00	03/05/2013	03/05/2013
...emo	1900000011 A...Y2013	100.00	USD	100.00	USD	0.00	0.00	03/05/2013	03/05/2013
...edit memos		0.00	USD	0.00	USD	0.00	0.00		

Display Document: Data Entry View

Menu ◄ | Back | Exit | Cancel | System | Change Display/Change Mode

Data Entry View

Document Number	1900000012	Company Code	ARMY	Fiscal Year	2013
Document Date	03/05/2013	Posting Date	03/05/2013	Period	6
Reference	FMZ5000000359	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

Note the Posting key of "22" (Reversed Invoice)

→

C...	It...	PK	...	Account	Description	Amount	Curr.	T...
		22		PAJ7890US	JOHN A. DOE	100.00	USD	
	2	50		6100.260B	O/EGenSupNotCat	100.00-	USD	

Check on Learning

⌂

o in the FTF Section has the ability to view a "Miscellaneous Pay" funds Commit

FTF Analyst | FTF Chief
FTF Technician | Senior FTF Analyst

➤ **What T-Code is utilized to view a "Miscellaneous Pay" funds Commitment?**
FMZ3- Display Funds Commitment.

➤ **What Regulations cover "Miscellaneous Payments"?**
DoDFMR, Vol. 10, Chapter 12 and the "DoD Guidebook for Miscellaneous Payments"

➤ **While in the FMZ3 screen, where can the user determine how much money is left in the Commitment/Obligation?**
By clicking the "Detail Line Item" button; "Open Amount" field.

➤ **While in the FMZ3 screen, where can the user determine what transactions have changed the "Open Amount" (available balance)?**
By clicking the "Consumption" button.

o in the FTF Section has the ability to process a "Miscellaneous Payment" Invoic

FTF Analyst | FTF Chief
FTF Technician | Senior FTF Analyst

➤ **What T-Code is utilized to process a "Miscellaneous Payment" Invoice?**
FB60- Enter Vendor Invoice

➤ **What T-Code is utilized to reverse a "Miscellaneous Payment" Invoice?**
FB08- Reverse Vendor Invoice

Check on Learning

- **What is the purpose of the "Document Type" when processing a Miscellaneous Payment (FB60)?**
  This code will establish if the transaction will be processed and certified manually or if it will initiate the GFEBS Workflow for the Miscellaneous Pay Approver to certify the transaction in GFEBS.

- **Which "Document Type" will make the Miscellaneous Pay Approver certify the miscellaneous payment in GFEBS?**
  MP (Miscellaneous Pay FM).

- **Which "Document Type" will bypass the need for the Miscellaneous Pay Approver (manual process with pre-certified SF 1034)?**
  KR (Vendor Invoice).

Price	0.00 / 0	100 On

Values

Currency	USD	
Overall amount	2,500.00	
Open amount	2,000.00	

FMZ3 Screen

- **An Invoice for $2,500 has come in for this Obligation. Can it be processed? Why?**
  No. There is only $2,000 left in the Commitment/Obligation.

Document Attachments (Invoice)

Document Attachments

Use this procedure where policy dictates the need to attach the physical documentation to the Invoice transaction (either MIRO, FB60 or FB65). Only the "Invoice Processor" should execute this action. Miscellaneous Pay approvers (Certifiers) should not; their actions will create system issues (Workflow).

Attaching the document creates an outstanding audit trail for future reference and for the researching of similar payments against a particular Contract.

***NOTE**: In "GFEBS Production" this process must be*
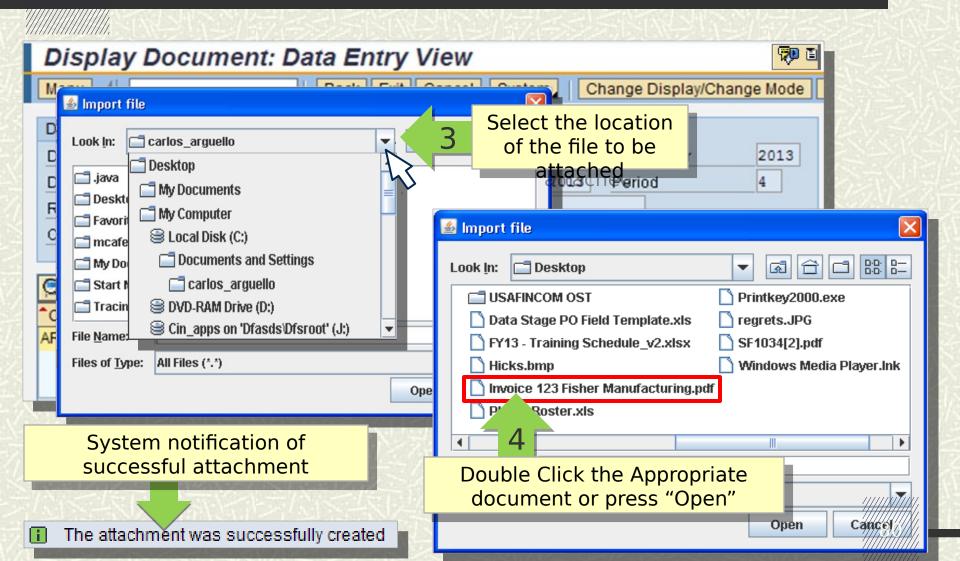
Change Document Role-based capabilities

The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Chief of FTF (FMSU)**
- **Senior FTF Analyst (FMSU)**
- **Senior FTF Analyst (FMSD)**
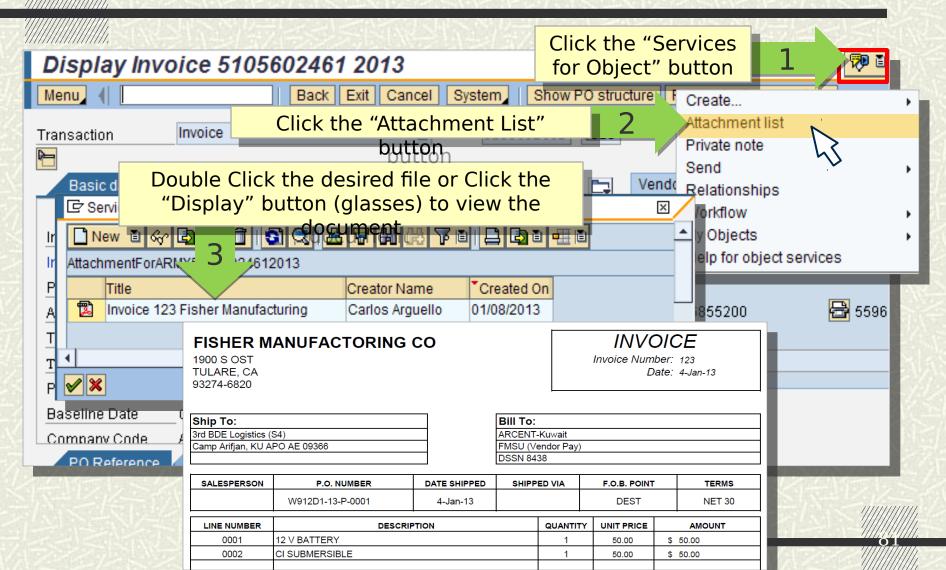- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)**
- **FTF Clerk (FMSD)**

FB02- Change Document (file attachment)

SAP Easy Access - User menu for

Menu | | | **FB02** | | Log off | System |

Enter

Click the "Services for Object" button

1

Display Document: Data Entry View

Menu | | | | Back | Exit | Create... ►

Create Attachment	Attachment list
Create note	Private note
Create external document (URL)	Send ►
Store business document	Relationships ►
Enter Bar Code	Workflow ►
	My Objects ►
	Help for object services

Data Entry View

Document Number	5105602461	Compa...
Document Date	01/04/2013	Posting
Reference	123	Cross-Comp.No.
Currency	USD	Texts exist ☐	Ledger

2

C...	Itm	PK	...	Account	Description	
ARMY	1	86		2110.0500	GR/IR	
	2	86		2110.0500	GR/IR	
	3	31		02AC8	FISHER MANUFACTURING	100.00 USD

Hover over the "Create..." option then click on the "Create Attachment" option

FB02- Change Document (file attachment) (Cont'd)

Display Document: Data Entry View

Import file

Look In: carlos_arguello

- Desktop
  - .java
  - Deskt
  - Favori
  - mcafe
  - My Do
  - Start N
  - Tracin
- My Documents
- My Computer
  - Local Disk (C:)
    - Documents and Settings
      - carlos_arguello
  - DVD-RAM Drive (D:)
  - Cin_apps on 'Dfasds\Dfsroot' (J:)

File Name:
Files of Type: All Files (*.*)

3 Select the location of the file to be attached

Change Display/Change Mode

2013
Period 4

Import file

Look In: Desktop

- USAFINCOM OST
- Data Stage PO Field Template.xls
- FY13 - Training Schedule_v2.xlsx
- Hicks.bmp
- Invoice 123 Fisher Manufacturing.pdf
- P   Roster.xls

- Printkey2000.exe
- regrets.JPG
- SF1034[2].pdf
- Windows Media Player.lnk

4

System notification of successful attachment

Double Click the Appropriate document or press "Open"

Open   Cancel

ℹ The attachment was successfully created

MIR4/FB03- Viewing a file attachment

Click the "Services for Object" button

1

Click the "Attachment List" button

2

Double Click the desired file or Click the "Display" button (glasses) to view the document

3

Display Invoice 5105602461 2013

Menu | Back | Exit | Cancel | System | Show PO structure

Create...
Attachment list
Private note
Send
Relationships
Workflow
My Objects
Help for object services

Transaction — Invoice

Basic d

Service

New

AttachmentForARMY...24612013

Title	Creator Name	Created On
Invoice 123 Fisher Manufacturing	Carlos Arguello	01/08/2013

Vendo

855200   5596

Baseline Date
Company Code
PO Reference

FISHER MANUFACTORING CO
1900 S OST
TULARE, CA
93274-6820

INVOICE
Invoice Number: *123*
Date: *4-Jan-13*

Ship To:	Bill To:
3rd BDE Logistics (S4)	ARCENT-Kuwait
Camp Arifjan, KU APO AE 09366	FMSU (Vendor Pay)
	DSSN 8438

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
	W912D1-13-P-0001	4-Jan-13		DEST	NET 30

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	12 V BATTERY	1	50.00	$ 50.00
0002	CI SUBMERSIBLE	1	50.00	$ 50.00

Determining the current status of an FTF Payment
(Clearing Documents)

FTF Payment Status (Clearing Documents)

This procedure is utilized to verify the status of a payment transaction after the "GFEBS Payment Proposal Certification" and/or "DDS Disbursing Payment" procedures have been executed *(to be covered in depth in the FTF Analyst class).*

It is of utmost importance for the FTF Clerk and Technician to have the ability to discern the latest status of a Certified vendor payment.

The Invoice Document is updated with a GFEBS "Clearing Number" after the payment run is executed by the FTF Analyst. Subsequently, the payment is updated again with an additional "Clearing Number" after the payment is successfully ran through the Disbursing System. A Vendor is not considered paid unless the

View Document Role-based capabilities

The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:
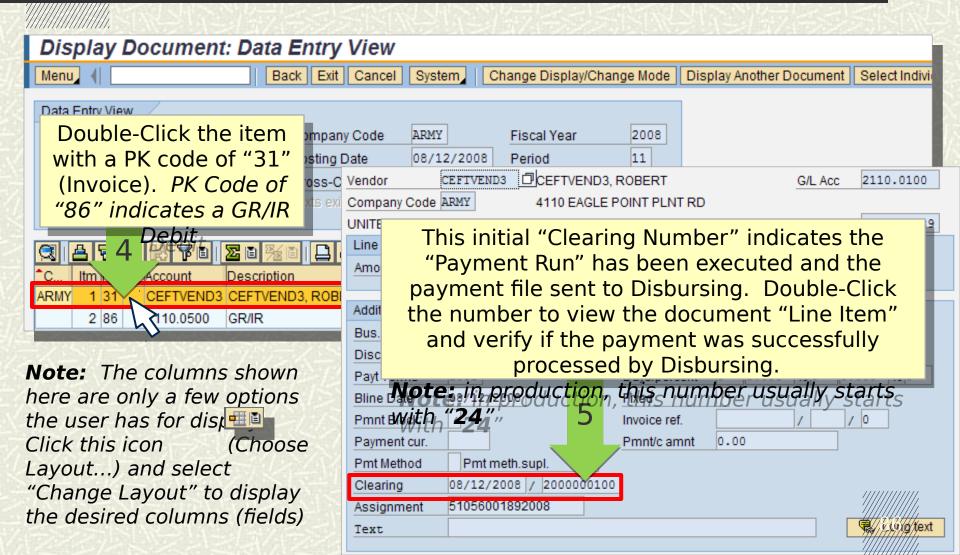
- **Chief of FTF (FMSU)**
- **Senior FTF Analyst (FMSU)**
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)**
- **FTF Clerk (FMSD)**
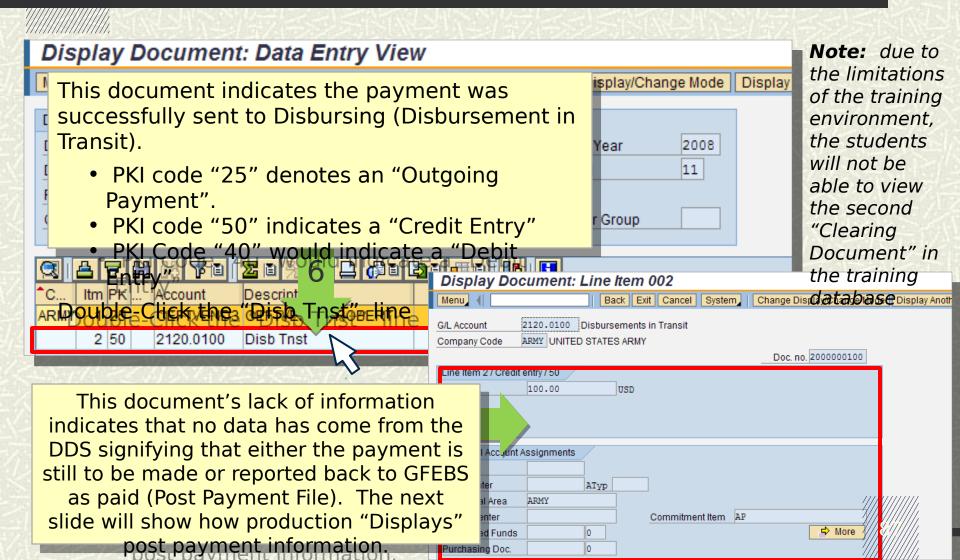
FB03- Display Document (Status)

SAP Easy Access - User menu for (

| Menu | ◀ | **FB03** | | Log off | System |

Enter ← 3 Press "Enter"

Display Document: Initial Screen

| Menu | ◀ | | | Back | Exit | Cancel | System | | Document List | First Item | Editing Options |

Keys for Entry View

Document Number **5105600189** ← 1 Enter the desired Document Number (GFEBS Invoice document number)

Company Code ARMY

Fiscal Year **2008** ← 2 Enter the Fiscal Year applicable to the Document Number

Display Document: Data Entry View

| Menu | ◀ | | | Back | Exit | Cancel | System | | Change Display/Change Mode | Display Another Document | Select Indivi |

Data Entry View

Document Number	5105600189	Company Code	ARMY	Fiscal Year	2008
Document Date	08/12/2008	Posting Date	08/12/2008	Period	11
Reference	RE4502000103	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

C...	Itm	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1	31		CEFTVEND3	CEFTVEND3, ROBERT	100.00-	USD	I0
	2	86		2110.0500	GR/IR	100.00	USD	I0

FB03- Display Document (Status) (Cont'd)

Display Document: Data Entry View

| Menu | ◄ | | | Back | Exit | Cancel | System | | Change Display/Change Mode | Display Another Document | Select Indivi |

Data Entry View

Double-Click the item with a PK code of "31" (Invoice). *PK Code of "86" indicates a GR/IR Debit.*

| Company Code | ARMY | | Fiscal Year | 2008 |
| Posting Date | 08/12/2008 | | Period | 11 |

Cross-C...xis exi

Vendor	CEFTVEND3	CEFTVEND3, ROBERT	G/L Acc	2110.0100
Company Code	ARMY	4110 EAGLE POINT PLNT RD		

UNITE...

Line

Amo

4

C...	Itm		Account	Description
ARMY	1	31	CEFTVEND3	CEFTVEND3, ROBI
	2	86	110.0500	GR/IR

Addit

Bus.

Disc

Payt

This initial "Clearing Number" indicates the "Payment Run" has been executed and the payment file sent to Disbursing. Double-Click the number to view the document "Line Item" and verify if the payment was successfully processed by Disbursing.

Note: The columns shown here are only a few options the user has for displ... Click this icon (Choose Layout...) and select "Change Layout" to display the desired columns (fields)

Bline Date

Note: in production, this number usually starts with "24"

Pmnt B...		Invoice ref.		/	/	0
Payment cur.		Pmnt/c amnt	0.00	
Pmt Method		Pmt meth.supl.		
Clearing	08/12/2008 / 2000000100		
Assignment	51056001892008		
Text			

5

FB03- Display Document (Status) (Cont'd)

Display Document: Data Entry View

Display/Change Mode | Display

Note: *due to the limitations of the training environment, the students will not be able to view the second "Clearing Document" in the training database*

This document indicates the payment was successfully sent to Disbursing (Disbursement in Transit).

- PKI code "25" denotes an "Outgoing Payment".
- PKI code "50" indicates a "Credit Entry"
- PKI Code "40" would indicate a "Debit Entry"

Year 2008

11

Group

6

Double-Click the "Disb Tnst" line

C...	Itm	PK	...	Account	Descript
	2	50		2120.0100	Disb Tnst

Display Document: Line Item 002

Menu | | Back | Exit | Cancel | System | Change Disp... | Display Anoth...

G/L Account 2120.0100 Disbursements in Transit
Company Code ARMY UNITED STATES ARMY

Doc. no. 2000000100

Line Item 2 / Credit entry / 50

100.00 USD

Account Assignments

Center

al Area ARMY

nter Commitment Item AP

d Funds 0 ➡ More

Purchasing Doc. 0

This document's lack of information indicates that no data has come from the DDS signifying that either the payment is still to be made or reported back to GFEBS as paid (Post Payment File). The next slide will show how production "Displays" post payment information.

FB03- Display Document (Cont'd)

"Clearing Document "after Post Payment File assimilation example

G/L Account 2120.0100

Company Code ARMY UNITED STA...

Initial Clearing Number (issued when the payment file was sent to Disbursing)

Doc. no. 200000010

Payment Data which includes a Second "Clearing Number" indicating the payment was made by Disbursing

Display Document: Data Entry View

Menu | Back | Exit | Cancel | System | Change Display/Change Mode | Display

Data Entry View

Document Number	250560011	Company		2008
Document Date	09/12/2008	Posting Da		11
Reference	8362800	Texts exist	
Currency	USD		

The "Reference" field is the DOV number (Disbursing Officer's Voucher)

C...	Itm	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1			1010.0120	FBWT-FndDisbursed	100.00-	USD	
	2			2120.0100	Disb Tnst	100.00	USD	

Asset

Purchasing Doc.

Value Date	8/14/2008	
Clearing Date	8/14/2008	250560011
Assignment	20121217	
Text		

7

Double-Click the "Clearing Number" to view the document

Long text

Check on Learning

no in FTF has the ability to upload physical documentation to GFEBS?

FTF Analyst	FTF Chief
FTF Technician	Senior FTF Analyst

➤ **What T-Code is utilized to upload physical documentation into GFEBS?**
FB02- Change Document

➤**What are the only "GFEBS Documents (transactions)" to which physical documentation may be attached?**
MIGO and FB60/FB65.

➤ **What T-Code is utilized to view the "Status" of an Invoice Document?**
FB03- Display Document

➤ **When is the "Initial" Clearing Document assigned to an Invoice transaction?**
After the Payment Proposal is completed in its entirety and the data is sent to Disbursing for payment.

en is the "Second" Clearing Document assigned to an Invoice transaction?
After the payment is made by Disbursing (contained in the "Post Payment File" from Disbursing).

"GFEBS Production" (real-life) what are two Clearing Number "Series"?
2400 Series- Disbursement in Transit
2500 Series- Disbursed

GFEBS useful Links

GFEBS Home Page

http://www.gfebs.army.mil/

Army Knowledge Online (AKO)

https://www.us.army.mil

milWIKI

https://www.milsuite.mil/login/Login?goto=https%3A%2F
%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS

tment of Defense Financial Management Regulation (DoDFMR)

http://comptroller.defense.gov/fmr/

DFAS-IN 37-100

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

USAFMCOM OST Training materials

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500

QUESTIONS
?

GFEBS

GENERAL FUND ENTERPRISE BUSINESS SYSTEM